



## INSTRUCTIONS

**General Note on Usage:** The System Access Nomination and Authorization Request (SANAR), SAMR-CP-PS Form 1, is available as an automated input form, which an originator can fill in using Microsoft Word. Though originators may print and manually fill it in, they are highly encouraged to use the automated version to fill in the required information. The originator (usually the nominee for access) should consult the appropriate sources and fill in all requested information, then print the signature-ready form.

**Overview:** The SANAR is used to nominate an individual for access to an access-controlled Department of the Army civilian personnel automated information system (AIS). It also is used to initiate changes to and deletions of access. The Designated Approving Authority, with jurisdiction over automated information systems that support Army-wide civilian personnel processes, has mandated its use for these systems. Separate instructions, which provide detailed instruction for each numbered item, and for processing the SANAR, are available.

### Steps for requesting access or access related action:

**1. Nominee (complete and sign Part 1).** If you are a nominee for access, enter the indicated information to identify who and where you are, and what action or access you need. If you have already been issued a user-ID, enter that in *Item 1*. Otherwise leave *Item 1* blank. Describe the access required in full detail in *Item 5*. Use and attach additional sheet(s) if needed. Make note of any attachment(s) in *Item 5*. Consult application specific guidance and attach supplemental sheets if directed. Sign the statement of accountability and forward the form to the next recipient.

**2. Supervisor (complete and sign Part 2).** If you provide Federal government supervision or management of the nominee for access, you need to validate that the requested action or access is needed for performance of duties for the Federal government. Also, ensure that the sensitivity of the duties, for which access is requested, is correctly identified in *Item 13*. Note that the nominee's Information Assurance Security Officer (IASO) may waive the requirement for the supervisor's signature if the nominee is a high-grade government employee (GS-15 or O-6 or higher) and the IASO can function instead of the supervisor, in the manner described the detailed instructions.

**3. Security Manager (complete and sign Part 3).** If you are the security manager of the nominee for access, you need to provide the status of the nominee's personnel security investigation. You also need to verify that this satisfies requirements applicable to the sensitivity of the duties (identified in Part 2) and that any applicable citizenship-related requirements are met.

**4. Information Assurance Security Officer (complete and sign Part 4).** If you are the IASO of the nominee for access, you need to review the request for correctness and completeness. You need to assure that the nominee has received information security awareness training and that you will ensure notification, to the system IASO, of future events and status changes the effect the security of the access to be granted. You need to sign valid requests and forward these through information assurance channels, designated by your commander, to the system IASO.

The SANAR supports account management for Sensitive But Unclassified (SBU) Army civilian personnel AIS. It should not be used to support access to a classified AIS.

*Questions regarding use of this form to support account management for an Army civilian personnel AIS should be addressed to the account manager for the AIS to be accessed. Issues not addressed at the account manager level should be elevated to ATTN: Information Assurance Manager, Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), Program Support Division, Civilian Personnel Systems Management Branch, 200 Stovall Street, Alexandria, VA 22332-0300. Phone numbers are commercial (703) 325-9415 and DSN 221-9415.*